

15 JUL 1975

DD/A Registry

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MEMORANDUM FOR: Director of Logistics

SUBJECT : Space Utilization

1. In answer to your inquiry of yesterday morning, once the DD/A has approved of our proposal to move major elements out of the Headquarters Building, the next major step would be the preliminary planning for utilizing the space thus freed. As previously indicated, except for the as yet unstated requirement for the SAFE Computer Center, over 50 percent of our space needs within this building during this and the next 2 fiscal years are requirements levied by the Director of Intelligence. With this in mind, it will be necessary to make some internal relocations within the building to consolidate like-components/elements to the extent possible.

2. For planning purposes I am listing below some of the more logical moves required to bring about such consolidations.

(a) The move of the OGC off the 7th floor would make it possible to consolidate the OLC holdings on the 7D and 6C corridors in a portion of the space vacated by the OGC.

(b) It would then be possible to relocate that portion of the IC Staff, which recently moved into 7C24, around the corner into the space vacated by OLC. This will result in consolidation for the IC Staff and free space for DD/A use on the 7C corridor.

(c) Space vacated on the 6C and 7C corridor would then be available for the needed expansion of the IRS, and the permanent relocation of the recently established EEO group to the 7th floor.

(d) Certain elements of the DDO are located in the North end of the building, which is almost exclusively a DDI domain from the 1st floor up with the exception of some CRS elements located on the ground floor at the South end. It might be feasible to relocate DDO components such as the ISG and SOG to the South end of the building in ground floor space to be vacated by OJCS. This would provide some consolidation for ISG, which has elements in both ends of the building.

(e) Some space should be retained for turn-around use, which could be of tremendous value in continuing our POSEIDON Phase II consolidation of the DDO/EUR and SE Divisions.

(f) Looking forward to the time when we recover space assets upon conclusion of the Congressional investigation, i.e., space occupied

EYES ONLY

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by the Hank Knoche liaison staff, the Senate Select Committee, and so on, it should be possible to relocate the auditors from their present temporary office on the 1E corridor to the 6th or 7th floor, with the 6D corridor space which would be vacated by OLC in effecting its consolidation a logical choice. This would give us 3 separate blocks of space totaling approximately 1,700 sq. ft. on the 1E corridor and the 1E subcorridor, which would be available for certain consolidations of DDI components now on the 1st and ground floors. For example, moving the CRS administrative element to the 1st floor would provide us with a nucleus of space for the SAFE Computer Center in the proper location for such a project.

STATINTL

(g) As we still have [REDACTED] and his OTR Alien Affairs folks and desk space for the D/OTR temporarily in 6D57, moving them to a new location (in space to eventually be vacated by Knoche) would give us an area which would be more useful in achieving the EUR/SE consolidations. My thinking here is to eventually relocate the CI element which works closely with EUR from GE05 to 6D57. This would free GE05 for OEL/SAD expansion requirements in the event SAD does not relocate

STATINTL

(h) The move of ISAS element (Regulations Control Branch) from Key Building back to Headquarters. In view of the new requirements recently submitted by the OGC, it is doubtful that we could accommodate the Regulations Control Branch in its former 2E45 quarters; however, because of IRS and other ISAS expansions the DD/A may well need additional space on the 7C or 7D corridors to accommodate.

(i) Move of the History Staff from Key to Headquarters. This is a stated desire of the DD/A. The staff can be accommodated within 600 sq. ft. if the area is a special purpose vault.

3. With the foregoing in mind, and subject your concurrence, I shall proceed to prepare a proposal for space utilization of the areas we hope will be vacated by the Offices of Communications and Personnel. A later phase of this planning will incorporate the space which may eventually be vacated by OEL/SAD.

4. Meanwhile, I will continue to update our total space requirements by memorandum each month including all new requirements, briefings and reports, deleting by proper notations those requirements which have been either satisfied or cancelled.

STATINTL

Chief

Logistics Services Division, OL

cc: RECD/OL

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